



*Report of the
University Librarian
The University of Alberta 1978-1979*

THE UNIVERSITY OF ALBERTA

REPORT

OF THE

UNIVERSITY LIBRARIAN

TO THE

PRESIDENT

*For the period
April 1, 1978 to March 31, 1979*

Edmonton, The University of Alberta



Dr. H. Wojcicki, President, Alberta Branch, Canadian Polish Congress, presenting a representative volume of the 150 Polish books to Dr. M. Horowitz.

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Part I—GENERAL

Administration

The year 1978-79 from the perspective of the Library Administration featured the following developments. The study of the Library's operations and organization, largely a self-assessment to improve the effectiveness of services, was concluded in July. The Provincial Government's announcement of special funding for three years for university and college libraries to offset the inflationary increase in book costs alleviated the immediate concern about financing for collection development. In the context of the city and provincial interlibrary loan networks presently emerging, our Library is destined to be a key resource centre. Anticipating the early demise of the manually-filed card catalogue and its replacement by machine-manipulable records, library staff have been examining the best means of displaying catalogue information. Also examined has been the feasibility of mounting our own computer-based integrated records management system. In these several ways the Library is demonstrating a responsibly progressive approach to the decade of the 1980s.

The two previous annual reports contained references to the surveys of our library organization then in progress. The surveys, three in number, being wide-ranging, were prolific in recommendations. These varied from changes of minor significance to others which proposed radical alterations in the Library's structure. To sort out the recommendations an Advisory Committee on Library Surveys was set up by the Vice-President (Academic), Dr. Myer Horowitz. The Vice-President demonstrated his interest in the Library by chairing the advisory review committee. The Committee endorsed some recommendations, rejected others, and referred a residual group to library officers or standing internal committees for final decisions.

The most discernible organizational changes were the following. Responsibility in the Education Library for circulation service and its staff was returned to that library from the centralized Circulation Services. Some decentralization of the Humanities and Social Sciences Division occurred, with Special Collections and the Undergraduate Library becoming separate divisions. Associated with this last division are the Reserve Reading Room and the Interlibrary Loan Service. And finally, the position of Assistant Librarian for Public Services was recreated after a lapse of years. Latterly this function has been performed by Miss Phyllis Russell, on a part-time basis, as an adjunct to normal responsibilities as Head of the Health Sciences Library.

The Vice-President (Academic)'s Advisory Committee decided that the complexities of the technical services operations in a major research library such as ours required study and evaluation by an outside expert. Professor C. Donald Cook of the Faculty of Library Science, University of Toronto, was asked to visit as a consultant. He concluded that external events had

overtaken our Library's technical operations since the original recommendations had been drafted, and changes in this area should now await the proposed implementation of a computer-based library management system because this event would necessitate major changes in workflow and organization.

The announcement by the Library of Congress that it would close its card catalogue on January 1, 1980, and at the same time adopt the new cataloguing rules known as AACR II had a momentous impact on research libraries on this continent. The Canadian Association of Research Libraries, meeting in Calgary in June 1978, fearful that the majority of libraries could not be ready for these changes in 18 months, passed a resolution asking the Library of Congress to delay implementation of the proposals for one year. Later, other library organizations in the U.S.A. presented similar pleas and, in consequence, a year of grace was granted. Now the time of closure is January 1, 1981.

Mr. G. G. Turner, Associate Librarian, is chairing a Steering Committee on the Future of the Card Catalogue in our libraries. This Committee, with its twelve sub-committees, has exhaustively studied all aspects of the card catalogue and has considered modes of replacement. At the time of writing, a report has not been submitted, but indications are that our Library will develop a catalogue in microfiche or microfilm form for an interim period, then later go to an on-line computer catalogue. Meantime, the Library is proposing to mount in the Toronto-based UTLAS network its presently existing 350,000 machine-readable catalogue records. Our Library plans to participate with UTLAS in the co-operative development of an authority file, which is called the SHARIFF proposal.

Discussions continue on the desirability of implementing an automated library records management system on this campus. At the end of the fiscal year a document prepared by Messrs. Turinek, Laskowski and Noden was presented to the University Administration for consideration. The official stance of our Library is that as one of the three major research libraries in Canada, located in the richest province, we must be forward-looking in our approach to technological advances. Mounting our own system would provide flexibility and enormous capability to contribute to library networking in this region. If our calculations are correct, after installation costs have been met, there would be a saving in cash outflow from the province, and a saving in the Library's direct costs.

The Librarian in recent annual reports has fretted that the next year might find the Library's buying power inadequate to meet the inflationary rise in book and periodical costs. This year the Librarian will not sing his annual lament. The provision by the Provincial Government of special funding from the Alberta Heritage Trust Fund to university and college libraries will assure solvency until 1982. This development came about as follows. Early in the fiscal year President Gunning informed the Deans'

Council that the Government had refused to increase the university's 1978/79 operational budget, but would give consideration to special funding of any area where the need was critical. The Library prepared a brief on its predicament arising out of world-wide inflation and the devaluation of the Canadian dollar. In November, 1978 the Minister of Higher Education announced that \$3,000,000 per annum for three years was being provided to university and college libraries to meet the inflationary costs of material purchases. Our Library's share will approach \$900,000.

The Librarian would be remiss if he were not to express appreciation for the bequest which in recent years has enabled the Library to maintain a reasonable level of acquisitions. The bequest from the estate of Mr. R. V. MacCosham came to the University in 1973 and was earmarked by the Administration for the use of the Library. Mr. MacCosham in the early years of the century established a carting business which expanded with the growth of the province into a long-distance van line operation. The original bequest of \$250,000 was matched by the provincial government and by the time it was spent at the end of this reporting year, the capital had earned \$145,000 interest. The University Administration suggested that the Library husband the MacCosham fund, as it would be needed to maintain the book fund at an adequate level in time of financial austerity. The fund cushioned the effect of inflation and devaluation and in the review year prevented a disastrous situation.

The budget area in which the Library was less fortunate was that of staffing since, in common with all units of the University, it suffered a reduction in the number of positions. The loss of three professional positions (one of which was later restored) and thirteen support positions placed a strain on service in some areas. The areas which felt staff cuts most acutely were Undergraduate, Humanities and Social Sciences, Bibliographic Verification, and Education. The tight budget deprives the Library of the maneuverability required to implement quickly the technological changes which are upon us. In an effort to make the best possible use of limited staff, an internal Positions Control Committee was set up in October and has operated effectively ever since. One purpose in monitoring the filling of positions, as these fall vacant, is to save every possible dollar to supplement the part-time staff funds needed if the Library is to continue to be open for long hours.

The Library has always recognized its role as a resource or "backstop" library for other libraries in the city and province. Incipient plans suggest that within the year our Library will be supplying books to a city, a provincial government and to a provincial university interlibrary loan service. Indeed the Alberta Department of Culture and the Department of Advanced Education in February agreed to finance the establishment within the city of Edmonton of the Federated Interlibrary Loan Service

(FILLS). It is to operate as a one-year trial project. FILLS and the other two networks will station staff in our Library to collect and expedite the loan of books.

Again in the annual report the alarm must be sounded that the crisis in stack space for books is imminent. Indeed the crisis is upon us in the areas of General Sciences, Physical Sciences, Mathematics and Education. For these libraries there would seem to be no relief until the Health Sciences Library is moved from the fifth floor of the Cameron Library to the new Health Sciences Complex south of 87 Avenue. This coming year, to alleviate the shelving tightness in Rutherford North, plans call for fuller utilization of Rutherford South and the transfer there of all the bound volumes of periodicals. The move will provide only short-term relief for HaSSL. The only valid solution to the library space need is to immediately start building Phase II of the Rutherford North, originally scheduled to commence in 1976. The space problem is not one which will go away. In the absence of major new construction, the future will consist of a sequence of piecemeal relocations and dislocations of collections, making access progressively more and more difficult for the users.

Collection Fund Management

Mr. Olin Murray, Coordinator of Collection Development, submitted the following report.

The Library ended the fiscal year 1978/79 with a total expenditure for materials in excess of \$2.7 million, an all-time record for number of dollars spent, being a 17% increase over last year's expenditure of \$2.5 million. However, the 1978/79 expenditure is only a 23% increase over the total expenditure of ten years ago. Between 1969/70 and 1978/79, this Library's average unit of purchase and expenditure has, according to my calculation, increased 293%. In other words, if we take 2.93 as the library cost index (LCI) for 1978/79, we can translate our 1978/79 expenditure into 1969/70 book market dollars: our "deflated" 1978/79 expenditure, in 1969 book market dollars, is therefore only about \$920,000 or an actual decrease in purchasing power of \$1.28 million.

These figures reveal a drastic library materials inflation rate, which is far above the consumer price index, or other general indices of inflation in the Canadian economy. In explanation of this situation, the costs of publishing and distributing books and journals have increased at a rate out of line with general inflation rates, and the Canadian dollar has suffered a drastic depreciation against the foreign currencies in which most of the Library's purchases must be made.

Although governments across the continent generally have been unsympathetic to claims that cost increases for university functions are above inflation rates for the economy in general, seemingly the Government of Alberta was sufficiently impressed by this institution's brief to

provide substantial special funding from the Alberta Heritage Trust Fund in support of the acquisitions budgets of academic libraries in the province.

Such short-term special funding over a 3-year period does provide temporary relief from the loss of purchasing power which the base budget has suffered. But it does not solve the problem that the Library needs a sufficient rate of increase of funds to maintain the level of its long-term standing commitments, such as serial subscriptions.

Fiscal year 1978/79 was not only the occasion of our largest dollar expenditure for any year to date, but it also was the first time since 1973 that the Library is entering a new fiscal year with committed orders unsupported by a carry-over of reserve funds. Specifically, the Library will begin fiscal year 1979/80 with outstanding commitments totaling \$444,000 with less than \$100,000 of unexpended funds carried forward to support these commitments.

In fact, if the Library had had the financial resource only of the base budget of \$2.1 million and the carry-over from 1977/78, the situation in fiscal year 1978/79 would have been correctly characterized by the overworked term "crisis." Without the MacCosham Trust fund in the amount of \$396,000 held in reserve as a contingency fund, the Library would have faced an overexpenditure of almost \$300,000. This prospect would have compelled a severe financial retrenchment in all categories of order activity.

For the coming fiscal year 1979/80, we are assuming upwards of \$900,000 of additional funding from the Heritage Trust grant. This provision will again permit us to defer the time when we must reckon with the support of the base budget alone. Some faculty members advance the notion that we should proceed under the assumption that "eleventh hour" funding will always be provided. According to this philosophy, we should always plan to spend well beyond the budget actually confirmed to the Library. However, this theory breaks down from the simple fact that the University does not allow the Library to overspend.

On the face of it, the question of whether available funds should be used to purchase serials or books would appear to be an artificial problem, since the objectives of a collection development programme are to acquire essential materials in accordance with programme needs irrespective of the publication format. Unfortunately, the question of format cannot be ignored. For if all desirable materials appearing in a continuing or serial format are acquired, there will be no funds left to purchase any essential materials which happen to be issued in a non-serial format, such as a book or independent monograph. Publications in the continuation format automatically accrue to themselves each year the necessary preemption of funds to ensure their perpetuation. Other publications must be selected individually from whatever funds are left. Accordingly a library's choice is either to let increasing serial costs gradually consume the budget or try to hold such

cost increases under control by cancellation projects directed at reducing renewal costs by the elimination of unessential old subscriptions, and by careful monitoring and control of the ordering of new subscriptions to ensure that they meet a high standard of quality and priority.

We have been employing the latter method for several years. We employed the first, more drastic method in 1973 and again in Spring 1978. Our second cancellation project, that of 1978, had as its target, approved by the G.F.C. Library Committee, a reduction by \$100,000 in the cost of existing subscriptions. That the second project achieved its objective with relatively less stress than in 1973, despite overall staff reductions in the Library, can be attributed to a number of factors: reasonably effective coordination between public and technical services in the implementation of the project; the accumulated experience with respect to cancellation projects and the effective deployment of staff resources in the Acquisitions Division; the fact that, with rising prices, it takes fewer cancellations than before to achieve an equal dollar reduction; and perhaps the fatalistic perception on the part of librarians and faculty of the inevitability of retrenchment. Although the project achieved the target dollar reduction, serial costs in 1978/79 increased by a stunning 16% nevertheless!

Despite the obviously insatiable maw of the beast with which we are dealing, fatalistic acceptance of retrenchment was soon superseded by pressures for the expansion of subscriptions. The deployment of the MacCosham Trust in 1978/79 made possible the retention, temporarily, of discretionary funding at the previous year's level. However no one, not even public service librarians, seemed capable of accepting the seeming incongruity of having temporarily adequate funds for book purchases but not being allowed to divert some of these to a liberal resumption of new subscription ordering. Next came the announcement of special Heritage Trust funds on a 3-year basis, and no one was willing to practise austerity with respect to subscriptions, despite the fact that such special funds, made on a short-term basis, provide no resources whatsoever for the expansion of long-standing financial commitments.

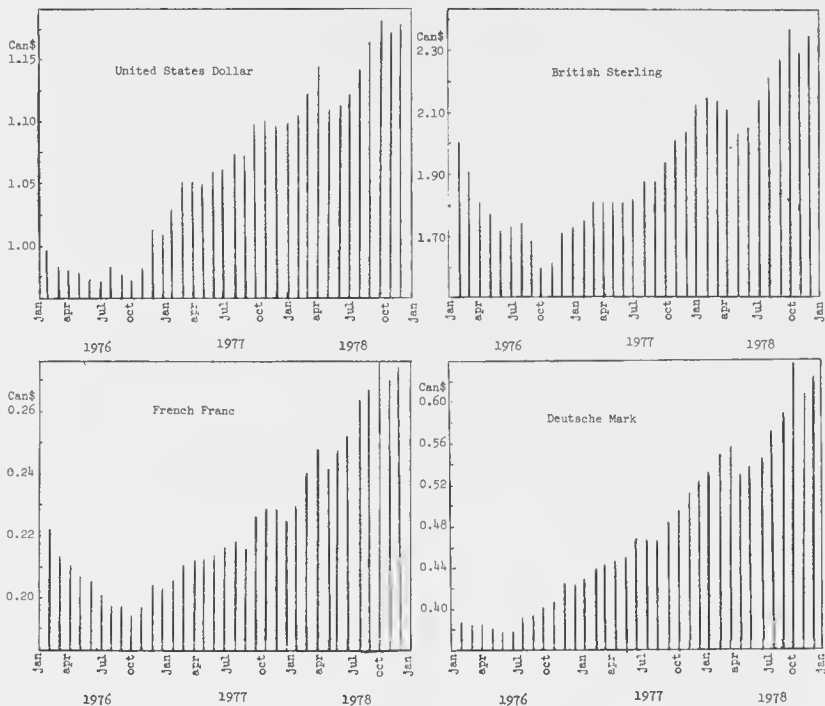
Accordingly we enter 1979/80, and the new era of special grants, being forced to play the game of long-term commitments with what is explicitly short-term funding.

The Canadian Dollar in the Library Materials Market

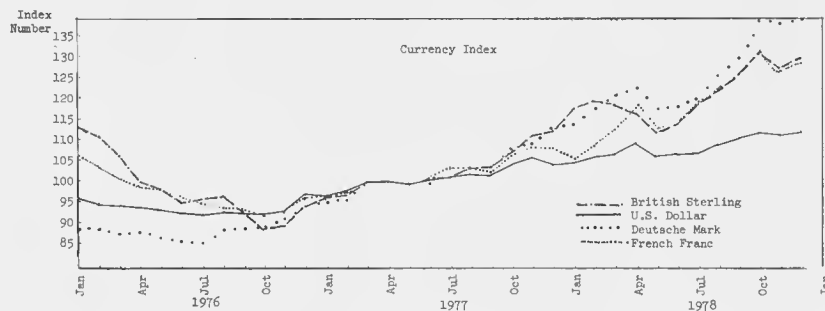
The table and graphs below were prepared by Mr. Don Hazlett of the Acquisitions Division and set out better than words the difficulty Canadian research libraries are experiencing in purchasing library materials in the world market when the value of our dollar is low in relation to other currencies.

The following four charts show the values of U.S., British, French, and German currencies in terms of the Canadian dollar for 1976 through 1978.

Purchasing power has suffered greatly from the obvious decline in the value of the dollar coupled with worldwide inflation.



The next graph shows the rate of change of the four currencies relative to the Canadian dollar. April 1977 was chosen as the base period, with each currency given a value of 100 for that month. The other months were then assigned an index number by dividing each month's value (expressed in Canadian cents) by the April 1977 figure and multiplying the result by 100. The graph shows, for example, that during 1978 the prices in Canadian dollars of German materials were increasing more rapidly than those purchased in the other currencies.



January 1976 - September 1978 figures from Quarterly Estimates of the Canadian Balance of International Payments (table #8, publication #67-001, Statistics Canada). October, November and December figures from table #65 of the Bank of Canada Review, January, 1979).

Staff

As befits an institution in its seventieth year, our Library is now having more long service employees reach the age of retirement. In the summer of 1978 two professional librarians, Mrs. Hanna Bednarski and Dr. Celestin Suchowsky left the library service. Mrs. Bednarski brought enthusiasm and imagination to public services while Dr. Suchowsky, Slavic specialist, contributed to the strengthening of our Eastern European collections.

Three other professional librarians submitted resignations: Mrs. Maureen Bradbury (Special Collections); Mrs. Barbara Burrows (Cataloguing); Mrs. Denise Holmen (Cataloguing); and one Administrative Professional Officer, Mr. Daniel Mercer (Circulation Services). Two other librarians, Mrs. Tina James and Mrs. Benti Scarnati, took half-time motherhood leave. In consequence of some of these changes, three librarians were given temporary appointments: Ms. Barbara Bohm (Undergraduate Reserve), Mrs. Janet Dobbins (Education) and Dr. Celestin Suchowsky. Mrs. Bonnie Davis, who had been acting head of Acquisitions, was appointed head of the division. The Library made only two new appointments, Mr. Anthony Fell to Cataloguing and Dr. James Schovanek to Circulation Services.

The number of support staff decreased from 288.7 to 276.5. Fortunately staff turnover was reasonably low at 30%. The total number of resignations was 87. The most common reasons given for leaving the employment of the Library were to continue education (27%), to change type of employment (24%) and to relocate (17%). There were 81 new appointments, but when promotions and transfers were added the total involved 121 positions. In addition to full-time appointments, there were 15 term appointments. The Library decreased its use of hourly staff as well; during the peak hiring period the number was 168 as compared with 178 persons the previous year.

Positions falling vacant remained unfilled an average of 29.8 days as compared to 22 days in 1977-78. The longer period was due in part to the freeze on all hiring in April, 1978, and to the rigid control exercised during the remainder of the year by the Positions Control Committee in filling positions which had fallen vacant.

Casual absences remained close to the previous year at a loss of 1,366 working days. General illness entitlement has increased in two years from 1,257 to 1,917 working days; parenthetically, this increase may be attributed largely to a few persons who had the misfortune to suffer extended illness.

Mr. Norv Everett, Personnel Officer, instituted training programmes and encouraged staff development. Supervisors were offered a one-day seminar on how to make performance appraisals of their staff and a two-day one entitled Basic Elements of Supervision. Orientation programmes on the overall operation and on the specifics of jobs were also given. In



The Employees Council sponsored an Arts and Crafts display featuring handicrafts by Library employees. Some remarkable talents were revealed, with displays ranging from wall hangings to intricate carved clocks.

addition, 19 non-academic staff took 16 credit courses, and another 18 took 25 non-credit courses.

In March, 1978 the Board/NASA agreement expired, and the latter asked the Public Services Employees Relations Board for certification. A year later, the first collective agreement between NASA and the Board of Governors was still to be ratified. Meantime, the Board had approved a retroactive salary increase of 5.8%—or \$50.00—monthly increase.

Library staff participate in professional associations from the local to the national level; many of our staff from time to time hold executive

offices. In June 1978, the conference of the Canadian Library Association was held in Edmonton for the first time in a score of years. Many professional and support staff under the leadership of Mr. Rod Banks worked diligently to make the conference an outstanding success.

The Library is fortunate in having an excellent staff who are to be commended for their loyalty and high level of service to the public.

Administrative Services

Mr. Rod Banks, head of Administrative Services Division, in addition to being responsible for the units named below, is in charge of the preparation and control of the Library budget.

In the Supplies unit a total of 1,053 supplies requisitions were filled, 185 central store orders, 40 systems release orders, and 104 purchase requisitions. These statistics represent a significant drop in ordering. During part of the year the position of supplies clerk remained vacant which would have contributed to fewer orders being placed.

Mr. Roy Barter, Supervisor of Office Services, indicates that in Photocopying Services there was a slight reduction in the number of copies made. In the coin operated copiers scattered through the Library system there was a spectacular decrease in the number of copies made, from 1,057,108 to 924,874. Mrs. Eileen Neale, who for many years worked in Photocopying Services, transferred to Circulation Services.

As reported by Mr. Roy Armitage, the Mail Room statistics remained close to those of the previous year: 5,724 bags and boxes of mail received; 2,671 bags and boxes mailed; and 144,661 individual items posted. The expenditure on postage was \$28,111.

Mrs. Marlene Sherban, in charge of the Accounting Office, states that the expenditure on library materials was \$2,760,472. This expenditure included \$193,972 paid in United States exchange as the American dollar in comparison to the Canadian ranged from 1.14487 in April, 1978 to a high of 1.20150 in February, 1979. A total of 560 jackets were processed containing approximately 28,950 invoices.

Systems Planning and Development

No major systems developments were undertaken during the year, with the exception of continued upgrading of circulation control. The emphasis of the staff was on ongoing maintenance and the improvement of existing systems. However, some preliminary study was done on the feasibility of introducing an integrated library records management system which would ultimately replace the present cataloguing, acquisition/accounting and circulation systems with an on-line file-sharing system.

Library Circulation Services, after many delays from external causes, had the satisfaction of receiving and installing the new Epic terminals.

Parallel runs of the old and new terminals began on April 1, 1979, with production implementation scheduled for the month of May. Another project, completed the previous August, was the conversion of circulation control for audio-visual materials in the Education Library from a manual system to an automated one.

In the Library's accounting/acquisitions area work centred on three projects. The capability to update the order status at the time of receipt rather than of payment was implemented. The vendor file was closely scrutinized and almost completely reconstructed to give more meaningful and up-to-date information. Finally, some extensive collection development statistics were produced using the MIDAS software package.

Contemplating the possible introduction of the DOBIS system, little was done to the cataloguing programme. However, updated programmes were implemented which have eliminated some tedious work to enable faster processing of changes and corrections in records.

The Division continued with the maintenance of smaller projects, namely periodical listing, education pamphlets, law pamphlets and periodical usage research. A considerable amount of time was spent in co-operating with the various sub-committees on the "Future of the Card Catalogues."

Mr. Charles Turinek ably directed the work of the Division pending the appointment of a new head.

Part II—PROCESSING

Bibliographic Verification

Mr. Brian Hobbs reports that the number of requisition cards checked by his Division this year increased by 9.5% to 59,199. Strangely enough, 4,000 more requisition cards were checked than were received because of a backlog built up over the previous two years. In addition, 3,872 requisitions for the Reserve Reading Room, 171 standing order requests and 2,899 requisition cards for books received as gifts were checked.

Tasks which took a considerable amount of staff time but which do not show up in statistics consisted in the checking of lists and collections. Some of the collections checked were as follows: the Kohler Collection of Victorian poetry (approximately 650 titles), for which the Division typed process slips and checked against the Main Card Catalogue; a donation of 155 Polish books which were checked and for which process slips were typed; xerox copies of 35 rare Ukrainian and Russian books; 78 art catalogues, received as a collection and re-checked individually; two extensive lists of Ukrainian material offered by George Kossacz; and second-hand book lists checked for the Canadian Committee and the Psychology Department. Work was also done on the Holubnychy Collection but, because of its size, part of it still remains to be checked.

The number of orders resulting from our various approval or selection plans increased very little. The Library ordered 14,788 titles from notification slips; of these 4,908 required some checking before they could be sent out. Another 1,822 slips were checked and rejected, and 714 titles verified, converted to the regular requisition cards and ordered. A total of 7,444 titles were checked this year, nearly a thousand up from the previous year. Nearly 10,000 titles were ordered without checking, thus saving considerable staff time.

This was the first year that the "order year" for the teaching departments conformed to the calendar year. A last minute rush to place orders occurred in November and December, but compared to the end of other order years, it was insignificant. New allocations were again made in January. The new calendar order year is expected to help even out workflow and permit the Division to monitor the rate of commitment and expenditure more closely.

Mr. Hobbs predicts that in the year ahead the publicity given the Heritage Trust Fund grant will increase requisitions; unfortunately, owing to inflation, the Library's buying power will not increase significantly.

Acquisitions

Mrs. Bonnie Davis writes that the major problems of the Acquisitions Division continue to be uneven work flow—ups and downs in the number of items to be ordered and, more serious, peaks and valleys in mail delivery.

The mail strike in October caused work flow problems for quite some time and in general, the performance of the Canadian post office is very irregular. With a view to reducing its worst effects, several staff from other sections of Acquisitions were trained to process both new orders and receipts so that back-up staff can be available if the threat of a backlog develops.

Although monograph orders decreased 5% from last year's records, receipts increased 11% because of the heavy volume of ordering in the month of January 1978. Regular order and approval plan receipts increased in expenditure by 18% and 29% respectively. Blanket order receipts decreased by 8% while their cost escalated by 52%, showing dramatically the weakness of the Canadian dollar since most blanket orders are paid in European currencies.

Total periodical subscriptions decreased to little over 14,000 (1,353 cancellations and cessations, but only 186 orders) but the cost rose by 18% to over \$888,000. Standing order receipts were up 6% to nearly 9,000 volumes, while their cost increased 18% to a total of \$311,000. The number of standing order cancellations and cessations was 1,049, while 217 new titles were ordered.

Total microform receipts increased 23% to 111,000 items. Audiovisual receipts were down 24%, but much of that decrease was due to a change in the method of record-keeping.

An important summer project, necessitated by financial stringency, was the cancellation of \$100,000 worth of serials. An assembly line technique using only regular staff enabled us to complete the project (1,375 cancellations) with a minimum of dislocation of routines. In addition, normal cancellations were heavier than usual since there were no "new" continuation funds, and cancellation was the prerequisite for ordering essential new titles.

The major change made to the acquisition system was a total overhaul in statistical recording. At the end of the year extensive printouts were produced analyzing the following:

1. Although there are usually over 5,000 vendors and publishers on the automated address file, the great majority of our business is with relatively few sources. The top ten vendors handled 44% while the top hundred accounted for 72% of our business.

2. Cost per order, which showed that the average monograph cost \$20.17, and cost per order by Department which gave some indication of price per subject area.

3. The elapsed time between order and receipt. For all vendors together, the average time was 100 days. Two percent arrived within 30 days, 19% between 31 and 60 days, 34% between 61 and 90 days, and 23% between 91 and 120 days, for a total of 78% within 120 days. The top one hundred vendors were studied individually so that they could be compared with each other and with the average.

4. The difference between estimated and actual prices. Since the estimated cost is generally list price, it is hoped that some feel for discounts and mark-ups by particular vendors can be developed. Currency fluctuations between order and receipt will make conclusions more difficult.

By way of a summary, in general, the objectives of the Acquisitions Division were met. The internal organization is two years old and still workable. There were occasional backlogs which were unavoidable and not of long duration. Considerable effort was put into training and orientation as well as revising job descriptions and procedure manuals. Keeping of statistics was codified and streamlined, and attempts were made to simplify other procedures, for example discontinuing most deposit accounts. Due to the effectiveness of the colour-coded system, claiming was kept at a high level. The monograph automated file underwent substantial clean-up, disposing of some 10,000 records which had accumulated since the implementation of the system. Many very old orders were cancelled, releasing funds for new purchases.

Expenditures

	1978/79	1977/78	Per cent
Current Materials	699,283.52	594,507.82	+18
Approval Plan	299,539.36	231,403.80	+29
Reserve Reading Room	7,056.65	8,545.28	-17
Blanket Orders	51,932.01	34,060.74	+52
Standing Orders (new)	7,436.08	14,539.25	-49
Standing Orders (renewals)	311,489.53	264,598.86	+18
Periodicals (new)	9,691.16	14,099.32	-31
Periodicals (renewals)	888,184.84	752,584.21	+18
Back Files	5,990.83	33,315.09	-82*
Development Projects	301,451.40	207,953.00	+45*
TOTAL	2,582,055.38	2,155,607.37	+22

*Expenditure for backfiles were in large part transferred to projects, which partially explains the respective decrease and increase. Receipt statistics show substantial increases in both back issues and volume receipts and therefore, no doubt, expenditures.

Cataloguing

During the 1978/79 report year the Division recorded a modest upward trend in the number of items processed, volumes added, and titles catalogued. 92,441 volumes were added and 54,868 titles catalogued, representing an increase of 4,347 and 4,578 respectively over the previous years. The increase in output was due, at least in part, to a reasonably stable staff situation combined with steady intake of new materials for cataloguing and processing.

	1977/78	1978/79	Increase
Accessions	83,718	97,697	+13,979
Volumes Catalogued	88,094	92,441	+4,347
Titles Catalogued	50,290	54,868	+4,578
Cards Filed	972,055	1,050,530	+78,475

Several special projects kept staff in all areas of the Division fully occupied. Staff members spent 470 hours, or 67 working days, expanding the Cameron author-title catalogue, which now contains approximately 3,000,000 cards in 3,240 drawers. The Rutherford catalogue was expanded in 403 hours, or 57 working days, involving 3,096 drawers of over a million cards. It is hoped that this will have been the last major expansion of the card catalogues before the adoption of a new form of catalogue.

In the Law Library the backlog of 2,000 government documents was completed and, as agreed to in early 1978, current titles were searched, catalogued and processed at the rate of approximately 50 per month. Of the backlog, some 300 serial titles remain to be processed.

For the Music Department, in addition to music scores, the Cataloguing Division transferred approximately fifty serials titles. The transfer also involved changing and preparing cards for over 800 analytic titles and the typing of subject guide cards for the Music subject catalogue.

In retroconversion over 6,000 titles were MARC coded and added to the machine-readable data base as a result of a practice started in 1977 of converting all manual added copies, corrections and changes to machine-readable form.

In last year's annual report Mr. Seno Laskowski, head of the Division, listed a number of objectives for the current year. Most of the projects involved were completed in whole or in part.

1. "To evaluate the UTLAS Connection." A brief evaluation was completed early in the year resulting in the decision to continue with the system. The utilization of UTLAS has increased dramatically with 64% of all cataloguing copy coming from that source. In contrast, the microfiche system (BCS) has declined from a high 60% of all cataloguing copy in 1975/76 to only 10% in the 1978/79 report year.

2. "To complete the reclassification of Alberta History." Unfortunately, budget constraints made it impossible to assign the necessary staff to MARC-code records, but in the normal process of correction over 300 titles were coded.

3. "To eliminate the corrections backlog and, in consultation with branches, to arrive at a quota system for transfers and withdrawals so as to prevent sudden variations in workload." In retrospect this was an unrealistic goal since there simply is no limit to the number of changes, corrections, etc. that are requested or could be made to catalogue records.

After checking with Public Service Divisions, quotas were agreed upon for transfers and withdrawals. The Corrections Unit also managed to reduce the one and one half years backlog to a half year.

4. "To implement improved update procedures." The systems programmes for the new update package were finally implemented, permitting on-line corrections and changes to all the fields in the machine readable data base. The on-line features of this package are a tremendous improvement over the former batch system. The immediate result has been a marked increase in production and a decrease in the error ratio in the corrections process.

Although it was in some respects a somewhat uneventful year, the Library Administration's decision to close the card catalogues and to replace these with COM catalogues created both some anxiety about future employment and changes in job duties and produced an air of anticipation of the "card-less" environment. No one will regret the passing of card filing and filing revision. The publication of the new edition of AACR II (Anglo American Cataloguing Rules II), to be implemented in January, 1981, necessitated a number of workshops and seminars, including a two-day session at this Library with Dr. Ronald Hagler as speaker.

In concluding his report, Mr. Laskowski sets out seven objectives for the year ahead. He points out that the closing of the card catalogue will have a major impact on the Division's operation in the coming year and will require cooperation and understanding of other Library divisions and of the users.

Bindery Preparation

Mr. Alan Rankin reports that in the current fiscal year the budget of \$170,000 was fully expended. The number of volumes bound was 33,800, which represented 1,043 more than the number the previous year. The Unit lost one and a half positions because of budget restrictions, and sick and casual absences were again high. Nevertheless it was able to meet its schedules because, while the number of journals for binding remained roughly the same, a substantially increased proportion of the remaining material consisted of checkbinding which requires less preparation.



Mr. Denys Noden, Assistant Librarian, Technical Services, explains a point to members of the Board of Governors during a familiarization tour of the Library. Left to Right: Mr. John L. Schlosser, Chairman of the Board of Governors; Mr. Noden, Mr. Ron Phillips, Vice-President (Planning & Development) and Mr. Norman Lawrence, member of the Board of Governors.

Part III—PUBLIC SERVICES

Circulation Services

Miss Norma Freifield, Head of Circulation Services, reports the circulation of 1,051,720 volumes, a modest increase of 2.8%. As in other years, about as many books were used within library buildings by students and staff as were circulated outside. The Library granted service to some 800 registered special borrowers, who borrowed an average of 10-11 volumes each during the year. As described elsewhere in this annual report, the Library is a key unit in incentive local and provincial library loan networks.

The Vice-President (Academic)'s Advisory Committee on the Library Surveys endorsed Recommendation No. 8 of the Management Survey which reads as follows:

That the central circulation staff will be responsible for the administration of the overall circulation system and circulation procedures in all the libraries and for circulation services in Cameron Library, but that the Law Librarian, the Education Librarian and the HaSSL Librarian be responsible for the deployment and supervision of circulation staff (including staff involved in shelving and check-point duty) allocated to their libraries.

This recommendation was a reversal of the trend toward centralization of circulation control introduced five years earlier and made possible with computerization. The main issue in branch libraries was the control and deployment of circulation staff. This was particularly contentious in the Education Library. In pursuance of the recommendation, the Heads of Circulation Services and the Education Library arranged for the transfer of responsibility and a budget for circulation staff to the Education Library. The transfer was effective November 1, 1978. At the same time it was agreed that the Education Reserve Room should become the responsibility of that library.

After discussions between the Co-ordinator of the Humanities and Social Sciences Library and the Head of Circulation Services, and in consultation with the Librarian to the University, it was agreed that Management Survey Recommendation No. 8 not be implemented with respect to setting up a separate circulation unit for the Rutherford Library.

The condition of the well-worn IBM 10-30 terminals continued to be a cause of staff anxiety throughout the year. Fortunately the equipment caused fewer problems than in the previous year because the most worn of the terminals, the one causing most of the mistakes in transaction recording, was retired. At year's end the new Epic Terminals were in a test mode and will soon replace the old equipment.

In the autumn of 1978, in order to free book-stack space in Rutherford

North, the books and periodical volumes in the "A" classification were moved into the closed stacks of Rutherford South. Policy on the retrieval of "A" material for users passed through several phases during the winter in an effort to alleviate the many complaints. Unfortunately, the Library did not have adequate staff to meet demands for access and retrieval.

In March 1979, comprehensive and final plans were drafted for moving bound periodicals in all classes from Rutherford North to Rutherford South and for the installation of a proper circulation point in that building.

Humanities and Social Sciences

Mr. Mohan Sharma, Co-ordinator of the Humanities and Social Sciences Library, points out that his current report will be the last one describing the HaSSL organization as it was set up in 1972-73. As described elsewhere in this report, three units, namely the Undergraduate Library, Interlibrary Loan Service and Special Collections were detached as recommended by the Vice-President (Academic)'s Advisory Committee on Library Surveys. The Division felt the financial pinch through the reduction of professional and support staff, losing three professional positions and four non-academic positions, the largest reduction in any division of the Library.

Reference Service

Mrs. Margaret Farnell describes 1978-79 as the year of the "A"'s. Material classified in the "A" schedule was transferred to storage in Rutherford South. The public found this new arrangement extremely frustrating, and literally hundreds of complaints were received from faculty and students. This coming summer (1979) all bound periodicals are to be transferred to Rutherford South. The larger quantity of material will justify the provision of more staff in the building and it is hoped users will find access more satisfactory.

The main reference collection was augmented by 1,157 volumes, of which 267 were new titles.

The circulation statistics for Rutherford North, which accounts for 30.12% of the total library circulation, showed a small increase of 1.2%. Not included in this statistic are the circulation figures for unbound periodicals.

Mr. Sharplin reports that at the reference desk last year's record number of questions was surpassed by another 11% of the total of 36,744. Telephone directional questions declined for the first time in the decade, but not during the busiest months of October, January and March. Grand totals for all types of questions exceeded 5,000 per month in October and March.

More computerized data bases became available during the year. A total of 87 searches were conducted. Many of the clients were repeat

customers or referred to the Library by the Psychology Department.

Librarians from the Reference and Micromaterials Units instructed 54 groups, ranging in size from a few individuals to classes of over a hundred students, on selected aspects of the Rutherford Library's collections and services. In September reference staff also joined Librarians from elsewhere in the system to conduct registration orientation for new students.

In January 1979 the reference staff arranged for Miss Charity McDonald, of the Institute of Scientific Information, Philadelphia, to present a seminar on *A New Way of Searching the Arts and Humanities Journal Literature through the Arts and Humanities Citation Index*.

Miss Ingrid Bromann, in charge of the current Periodicals Reading Room, reports that circulation showed a decrease of 18% although the number of patrons using the area for study and research also appeared to increase. Miss Bromann adds that technical services duties kept the staff busy with the processing of cancelled and ceased periodicals, and with title changes. The staff answered 11,127 reference questions.

Government Publications

The Government Publications Unit continued to develop its collection by acquiring current editions of existing titles and by obtaining retrospective material missing in the Library. Although most of the documents are received on depository agreements, it is necessary to carefully check institutional catalogues and claim some missing issues to ensure the accession of all current documents. The problem of obtaining current documents is particularly severe with the United Nations and with Readex microprints, delays in some cases being up to three years. The collection has been extended by purchasing retrospective material, mostly Canadian documents, which were out-of-print or never distributed to the public. Some are presently available in microform.

The majority of documents are received from the Canadian federal government, followed in numbers by the United Nations and the American government respectively.

In the reporting year, 32,330 documents were received and processed; 7,593 of these were distributed to other subject libraries; 15,052 were added to the government publications collection and 9,685 were of ephemeral interest or superseded and discarded. The total size of the collection is 280,000, exclusive of government publications in microform.

The demand for services has increased to a total of 12,366 questions, a 30% increase. With many of the documents restricted to internal use the number of items loaned externally declined. The Unit mainly serves the University community but there are demands for service from provincial departments and agencies, libraries and individuals within and without the city.

Dr. William Hyrak, the head of the Unit, states that this is his last report

since he is retiring in August after 15 years service as Government Publications Librarian.

Micromaterials

Miss Anna Altmann reports that 4,826 people used 15,458 pieces of micromaterial in the Reading Room. The quantity of material used increased 1,207 items more than the previous year, while users increased by 457. There was a dramatic increase in the amount of material copied on the reader-printer, up from 8,553 to 17,036.

The amount of new material received, 15,645 pieces, was only one-third of that added the previous year; however, the number of new titles was up by 1,408.

The Unit acquired two new machines, a reader for micro-opaques and a microfilm cleaner. Two new cabinets for microfilm and one for fiche were added to the storage facilities.

Undergraduate Library

Mrs. Betty Schwob points out in her report that at the end of the reporting year the Undergraduate Library will become a division separate from HaSSL. Attached to the new division will be the Reserve Reading Room and the Interlibrary Loan Units.

The year saw drastic changes in the staffing of the Undergraduate Library. One of the three professional librarians retired and because of the University-wide budget cuts the position was frozen so that she could not be replaced. A library clerk also retired and again because of the budget situation her position was reduced to four hours per day. The Interlibrary Loan Librarian was on half-time leave. The Reserve Reading Room Librarian went on maternity leave for six months; however, this position was filled by a term appointment. The Undergraduate Librarian and the remaining staff are to be commended for maintaining a good level of service.

Periodical subscriptions were reduced by over 35%; these were duplicates of subscriptions located elsewhere in the Library system, but they were well used by undergraduates.

While in the Undergraduate Library external circulation declined 4.7%, in the Reserve Reading Room loans increased from 107,203 to 122,719, with October being the busiest month.

Freshman registration week lectures created the usual flurry of activity in September. A slide/tape programme was shown every half-hour for four mornings to 1,730 students. Seven HaSSL librarians gave presentations and Mrs. Rose Lee of the Undergraduate Library dispensed Library guides and information. English 200 lectures were provided again this year in the Undergraduate Library reference area. Eleven HaSSL librarians gave lectures to 1,040 students from 46 classes.

Interlibrary Loans

Mrs. Christina James reports a slight decrease this past year in the number of requests for interlibrary loans from members of our university community, and also in inward requests from other libraries. Staff and students requested 6,253 books or photocopied articles, a decrease of 7% in demand. Five per cent of these requests on checking were found to be for material already in the Library. The Interlibrary Loans Unit was able to supply 77% of the campus requests.

The actual number of faculty using the interlibrary loan service was 443, a drop of 6%, while the number of graduate students using the service was 536, a decrease of 11%. The Departments of Comparative Literature and Physical Education were responsible for a larger number of requests than any of the other teaching departments, in both instances a small number of individual users generating a large number of requests.

Other libraries asked for 10,409 loans or photocopies, a decrease of 5%. Our library was able to fill 73% of these. Another 14% of the requests were for items our Library owns but which were not available to send on interlibrary loan for one reason or another at the time the requests were submitted. In August our Library started to lend the microfiche copy of the University of Alberta theses that we obtained from the National Library. In the past eight months our Library has lent 169 theses, and sold 262 copies. As usual, the prairie provinces were responsible for more than one-half of all requests received. Of these 29% came from within Alberta. Other prairie universities were responsible for another 19.5%. The University of Saskatchewan, followed by the University of Calgary, were the heaviest users of our collection.

Once again our Library used the services of the National Library and CISTI very heavily and, as usual, the service from these libraries continued to be very satisfactory. Other major suppliers were the universities of Calgary, Saskatchewan, Waterloo and Manitoba.

In February all the prairie university libraries began a three-month survey of interlibrary loan statistics and costs. Data is being analyzed by the University of Saskatchewan.

Special Collections

Mr. John Charles, Special Collections Librarian, reports that while the public service statistics are generally slightly higher no real difference in service demands were observed. The archival collections most used were the Alberta Folklore collection and the Georg Kaiser Archive, but these were but a small percentage of total usage.

Miss Yvonne Fenton, cataloguer *extraordinaire*, has been working on the backlog of post-1977. She catalogued 1,200 volumes, many of which necessitated annotations on complicated printing histories, or significant associations, which is information of extreme value to the scholar. The pre-

1977 backlog remains, although regular raids are made upon it which are slowly reducing its size.

The long-awaited fumehood finally arrived in October. It permits the conservator to perform various treatments upon books employing chemicals which would be unsafe if used in an open area. One such task will be the de-acidification of paper. Sleeves which cover the fluorescent light tubes have been installed to filter out ultra-violet rays.

Eighteen books were sent to the Parliament Book Conservation in Vancouver for major restoration. Ms. Poon is assigned half-time in Special Collections to conservation matters.

The Special Collections Librarian receives as many as six requests per week, usually by telephone, to evaluate personal books. Usually the book turns out to be a commonplace late 19th century edition of little value. There would seem to be no other place in the city of Edmonton where owners can obtain this information.

Number 17 of "News from the Rare Book Room" was issued in June. Edited by Maureen Bradbury, it was a descriptive listing of fine printing by Canadian Presses outside of Ontario. Because no monograph on that subject had appeared hitherto it was in great demand by libraries and book dealers all over the country, and has even turned up in some book dealer's catalogues.

Health Sciences

Miss Phyllis Russell, Health Sciences Librarian, reports that a total of 19,748 reference queries, including computerized information retrieval searches, were answered. This was an increase of 5.3%. On Med-line 529 searches were instituted which retrieved 64,664 references; the use of this service decreased 7.7%. On the other retrieval services—Lockheed, CAN/OLE or Systems Development Corporation—47 searches were made which cited 3,344 references. The staff undertook 329 lengthy manual searches which required the equivalent of 78 work days to complete.

The Library had 1,706 requests for photocopying which ran to 48,653 pages. Three-quarters of these requests were from faculty, students and physicians who were charged for the service.

The Health Sciences Library added 3,218 books and 2,061 bound journals. The problem of maintaining continuation subscriptions continued to be a worrisome one. In order to make a saving of \$18,403, 133 serials titles were cancelled. Another 42 serials titles ceased publication. At year's end the number of serials subscriptions was 2,066. The Health Sciences Library loaned 1,105 items to other libraries, a decrease of 11%, and borrowed 454 items through interlibrary loan.

The College of Physicians and Surgeons of Alberta contributed \$11,000 toward the provision of library service to the physicians in the province. This grant provided a librarian and support staff member for the winter

session; some additional copies of major textbooks were purchased from the residual money.

John W. Scott Reading Room

The John W. Scott Reading Room, located at the University Hospital, is a branch of the Health Sciences Library and serves the informational and educational needs of hospital staff and students. In the reporting year the reading room's external and internal circulation figures showed an increase of 11.8% and 12.4% respectively, for a grand total of 33,360 books circulated. The total of 714 brief informational queries and 36 longer reference questions were handled by the staff. As in former years, questions requiring resources not found there were handled by the reference librarians in the Health Sciences Library. During the year, 7,790 books and journals were sent to the Scott Reading Room from the main library by a twice-daily delivery service.

The collection was augmented by 167 new books and 62 new serial titles; it now totals 1,863 volumes with 216 current periodical subscriptions.

One full-time supervisor and three part-time staff, with a consulting librarian visiting on a regular basis, provide service in the Reading Room.

General Sciences

The number of annual additions to the science collection remains relatively stable—quite an accomplishment considering the state of the book budget and the Canadian dollar. During the year 5,394 books and 9,342 government publications were added. Counter to the encouraging trend of maintaining accessions to the monographic and government publications collections is the continuing erosion of the periodicals collection. Budget problems necessitated the reduction of the total continuations allocation by 10%. The number of new periodical titles added dropped drastically from 138 in the previous year to 57 titles. The result of the cancellation project will not be fully evident until the coming year as most of the subscriptions cancelled continued to arrive for the duration of the reporting year.

The shortage of shelving space for books continues to be a very serious problem in the general sciences collection as well as in the two branch reading rooms, Mathematics and Physical Sciences.

Mr. Ron Clancy, Science Librarian, gives the total number of questions answered as 28,903, which represents an increase of 10%. The level of questions continues to grow more sophisticated as students are being required to use the periodical literature at an earlier stage. Usage of the on-line search service increased by a dramatic 50% to 335 requests. While the service is popular and provides immediate benefit to library users, it continues to make increasing demands on limited staff time. These searches

include not only the time of preparing and doing the actual search but also the follow-up time required to assist users in retrieving the documents cited in the printout.

The number of items provided to the Provincial Government departmental libraries of Agriculture and Environment have dropped to 644 from 1,022.

Mathematics Reading Room

Mr. Masood Ahmed states that space problems continue to be of concern in this branch. Removal of seating to provide stack space has caused a drop in internal circulation. It was 8,981, while external circulation was 6,669.

The amount of material added decreased from 1,069 books in the previous year to 593 in the current year. The number of periodical subscriptions has remained constant; six new titles were added.

Physical Sciences Reading Room

Space is also a serious problem in this branch with the crowding of users becoming more common as shelving is squeezed in wherever possible. Some space is being gained by a weeding programme concentrating on backfiles of cancelled journal titles, but this will give a year of breathing space, no more.

Material added to the collection was 778 books, 48 back orders of unbound periodicals and one new periodical title.

The internal circulation was 62,165, the external 9,308. Keys to the reading room were redistributed following a change in the lock. Access to the collection after hours is completely under the control of the Departments of Physics and Chemistry, and they distribute keys as they see fit.



In March 1979, the Education Library was formally re-named the Herbert T. Coutts Library. Dr. Coutts, left, is being congratulated by Mr. Peel after the unveiling of the commemorative plaque in the Library.

Education (Herbert T. Coutts Library)

The Education Librarian, Mrs. B. J. Busch, describes the most important external event as occurring on March 22, 1979, when the library, in an appropriate ceremony, was renamed the Herbert T. Coutts Library, in recognition of the leadership in the growth and development of the Faculty and the University given by Dr. Coutts during his years as Dean of Education. The most important internal event took place on November 1, 1978, when the Education Library assumed responsibility for its circulation unit, stack and checkpoint service, and the Reserve Room. These functions for some years had been the responsibility of the central Circulation Services Division. An organizational change in the historical collection was its division into two components. Each was then stored separately, the historical collection of a pedagogical nature remaining in Room L-221, the curriculum historical collection going to B-04.

In September the composition of the Education Library management group was subjected to scrutiny and it was decided that, in the interests of efficiency, the membership should be limited to the heads of four units, rather than including all professional librarians. In November the management group produced a list of goals and objectives to guide its deliberations over priorities in the event of anticipated budget cutbacks. In December a document entitled "Education Library Reserve Room Policy Governing Service Courses" was finalized. Service courses, that is courses

offered to Faculty of Education students by other faculties, have long presented a problem to the Education Library, particularly in the area of collection development.

The project to automate the circulation of audio-visual materials continues. In the Reserve Room the successful automation of the process of preparing materials for reserve has nearly eliminated the typing of catalogue and circulation cards.

The Education Library circulated from its main collection 118,743 volumes, a 6.6% decrease; from the Curriculum Laboratory 136,153 volumes, a 10.4% increase and from the Reserve Room 40,468, a 13.3% increase. The internal circulation was as follows: books, 96,409; periodicals, 115,609; and curriculum materials, 158,023.

The Curriculum Library remains a busy area with reference statistics increasing by 7.4%. Instruction in the use of the library was given to 1,069 students during 58 sessions. Sixteen of these sessions were given as part of a new compulsory course, Education Practicum 251. The transfer of heavily used audio-visual materials to Education Circulation to be treated as reserve materials has substantially reduced reference loans from the area.

The Education reference staff answered 22,456 reference and informational questions, an increase of 13%. This increase was due primarily to a major expansion in the library's instruction programme. Computer search statistics increased 24% over last year. The service was used primarily by graduate students as one part of their literature reviews for theses and dissertations.

The reference staff continued to be responsible for indexing articles from Canadian journals for the newspaper clipping file, and Alberta journals and monographs for the Canadian Education Index. Use of the newspaper clipping file increased by nearly 10% this year, demonstrating a need for this service. The major accomplishment in the indexing area was the initiation of the Alberta Education Index. It is a computer data base containing citations of Alberta journal articles and monographs relating to the field of education. Current access for library patrons is in the form of a subject-author computer printout. Once it is fully established it should provide a valuable service to Alberta educators.

In the Technical Services Unit the number of audio-visual items catalogued decreased because cataloguers were frequently called upon to cover public service areas. The catalogue maintenance section once again assisted in major projects: the final processing of cards associated with the Curriculum Library inventory, the completion of the historical collections shelf list, and the re-labeling and expansion of the card catalogues. Because of the acute shortage of shelving, the Curriculum Library is continuing to pursue a vigorous policy of de-acquisition, and combined with it, de-selection of little used materials to be placed in compact and archival storage.

The material maintenance section processed 1,668 new titles which required 82,637 labels. Laboratory kits continued to take up a greater

amount of time as they represent 77% of all labels typed. On the average each laboratory kit required the typing of 160 labels. Mending and making of component parts and containers for audio-visual materials showed a remarkable increase of 143% (1,505 more mended items) and 42% (1,020 more pieces made) respectively. Special processing is required for picture material and book covers. Laminating, mounting and/or chartexing was applied to 1,931 items.

With the assistance of the bibliographic verification team the order section processed 11,793 more requests, an 82% increase for books over the previous year. The requests for audio-visual materials showed an equally phenomenal increase, 2,725 more titles requested, representing 150% increase. The combined total for all media requests was 30,763, an increase of 89%. Out of the above number of requests only 10,855 were ordered: the rejection rate was 65% because two-thirds of the items requested were either already in the library or on order.

Although the discretionary allocation increased to \$50,000, and there was a greatly increased expenditure on approval plans at \$11,919, the Education Library only added 4,371 books, an increase of 219 titles over the previous year. Because of the decrease in spending power, great care was taken to select strictly in accordance with the selection policy, and also to avoid duplicating holdings in other library divisions unless absolutely necessary. Of the books ordered 69% were ordered by library staff, reflecting greatly increased involvement by library staff. The ERIC microfiche collection continues to play an important role in the collection, increasing by a further 12,984 documents. The library also obtained the Onteris microfiche collection, giving some Canadian perspective in the field of educational research.

The increasing cost of serials subscriptions caused a crisis which necessitated a cancellation project. Ninety-six subscriptions were cancelled at a saving of nearly \$2,000. Another 38 standing orders were cancelled.

In the Curriculum Library the library materials allocation was supplemented by a grant of \$21,500 from the Faculty of Education for the purchase of materials directly relevant to the student teaching programme. The book collection was increased by 5,965 titles while the audio-visual collection increased by over 1,662 items. Discards amounted to 1,120 books while transfers to the historical collection and compact storage areas involved 383 and 760 items, respectively. At the end of the year the holdings of the Education Library were as follows: books, 173,154; audio-visual materials, 22,186; ERIC microfiche, 142,914; microfilm, 5,804; periodicals, 1,029 subscriptions.



Judge A. B. S. Corpus, Law Library.

Law

Professor Peter Freeman writes that in the Law Library the reference area was redesigned and the offices of the professional librarians were consolidated to enable the staff to provide improved service.

For readers, 30 new carrels and 6 enlarged tables for study purposes were added. The problem of non-law students using study stations remains a problem.

External circulation of law material was 10,998, an increase of 15.5%, while internal circulation was over 79,000 items. The reshelving of books used internally amounted to an average of 10-12 book trucks daily. Borrowing by members of the Law Society totalled 5,864 transactions, an increase of 13%.

During the year 6,061 monographs, microforms and cassettes were received. In addition the library processed 14,423 government publications.

The professional staff continued to participate in the Legal Process course offered in the first year of the law program, and also to offer programmes to third year students and to give lectures in service courses. Ms. Patricia Rempel prepared the style guide for legal writing in co-operation with the editorial board of the Alberta Law Review. Mrs. Elsie Rothrock converted the report and statute location file into machine-readable form. The computer-based legal information retrieval project continues with the support of the Canadian Law Information Counsel. In July 1978 the library experimented with the service centre concept for legal information retrieval and as a result of this instructional experience CLIC established twelve service centres across Canada. In December, Mrs. Muriel Lefebvre gave a two-day training seminar for people who would be responsible for these centres.

The library received two major art works during the year. One was a soft sculpture of a judge named "Judge A. B. S. Corpus" donated by the students, the work of the local artist Lee Dames. Although kidnapped twice, the judge managed to maintain his serenity. The Calgary law firm of Jones, Black made possible the purchase of a set of limited edition water colors of Alberta Courthouses and other relevant paintings.

Conclusion

The death in December, 1978, of Paul H. Buck, who was variously a history professor, Dean of Arts and Science, and Librarian at Harvard University, recalls his six-point library credo. It is as relevant today as when he issued it a quarter of a century ago.

“First, the library is the heart of education. Every educational advance depends upon its resources, and, in large measure, the degree of the advance is proportionate to the potential of the library to respond. Second, methods and fashions in education change from generation to generation, but each generation uses the library as a means of realizing its aims; hence the library remains the great conservator of learning. Third, a quality education is impossible without a quality library. Fourth, you cannot have a quality faculty without a quality library. Fifth, a library is vital to proper exploitation of our intellectual resources. Sixth, the library is essential to maintenance of free access to ideas and to the functioning of the untrammelled mind.”

A handwritten signature in cursive script, appearing to read "Paul H. Buck". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.

Librarian to the University



The rare first edition (London, 1653) of *Six Plays* by James Shirley, the English dramatist sometimes called the last of the Elizabethans, shown with its specially made solander box by Mounteney.

External Circulation Statistics

	1977-78	1978-79	% Increase Decrease	% of 1978-79 Total
Cameron Library				
Health Sciences (5th Fl.)	46,985	50,597	+ 7.7	4.81
Health Sciences Res. Section	7,377	8,313	+12.7	.79
Science (4th floor)	107,108	111,911	+ 4.5	10.64
Undergraduate (2nd Fl.)	88,958	84,735	- 4.7	8.06
Undergraduate Reserve Room	107,203	122,719	+14.5	11.67
Subtotal	357,631	378,275	+ 5.8	35.97
(Education) Coutts Library				
Main Circulation	127,195	118,743	- 6.6	11.29
Curriculum Lab	123,352	136,153	+10.4	12.95
Reserve Room	35,715	40,468	+13.3	3.85
Subtotal	286,262	295,364	+ 3.2	28.08
Rutherford Library				
Main Circulation	313,007	316,797	+ 1.2	30.12
Periodicals Reading Room	21,580	17,666	-18.1	1.68
Subtotal	334,587	334,463	-0.04	31.80
Government Publications	4,352	2,723	-37.4	.26
John W. Scott Library	12,404	13,870	+11.8	1.32
Law Library	9,524	10,998	+15.5	1.05
Mathematics Library	7,095	6,669	- 6.0	.63
Physical Sciences Library	10,759	9,288	-13.7	.88
Special Collections	122	70	-42.6	.01
Subtotal	44,256	43,618	- 1.4	4.15
TOTAL	1,022,736	1,051,720	+ 2.8	100.00

Library Publications

Administration

Library Information Bulletin, Nos. 112-113
Library Staff Bulletin, Nos. 11-14 (for internal circulation only)
Report of the University Librarian, 1977-78

Cataloguing & Records

Cataloguing Division Communique. Nos. 1-3 (for internal circulation only)

Education Library

Curriculum Lab Services to Faculty of Education Staff and Students
1978-79
Education Library Reference Services 1978-79

Humanities and Social Sciences Library

Reference Services

New Reference Books, March, 1978 to October, 1978 (for internal use only)
New Reference Books, November, 1978 to February, 1979 (for internal use only)

Special Collections

News from the Rare Book Room, No. 17
U. of A. Theses—1978 Spring
U. of A. Theses—1978 Fall

Law Library

Legal Bibliography and Research for Legal Process 1978. S. P. Rempel & L. V. MacPherson. Distributed internally to 1st year Law students and on request.
List of Provincial administration decisions, held by the Law Library. C. Ewaskiw. 1978. Distributed on request.
Recommended Collections for Canadian Prison Law Libraries. P. Rempel. Revised Feb., 1979. Distributed on request.

Orientation Material

University of Alberta Library Guide. (17 p.) (Pamphlet) 3rd ed., 1978 (revised)
Guide to campus Libraries. 1978.

The Library, the University of Alberta. Summary of Branches and Services. General information for faculty, graduate teaching assistants and graduate students. Leaflet.

Library Publications Committee

RYDER, Dorothy E. THE CANADIAN WEST & THE NORTH: A BIBLIOGRAPHICAL OVERVIEW. Edmonton, University of Alberta, 1978. 13 p. ISBN 0-88864-6. \$1.00. Available at University of Alberta Bookstore.

